



# ECF Flier

February 2000

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## ECF Reference Materials Updated

The ECF Reference Materials have been updated and posted on our "Reference Materials" page. If you have not already done so, we recommend that you go in and take a look at these materials, as they should be of great help to you in filing your documents electronically.

## Users' Advisory Group

The first meeting of the Users' Advisory Group (UAG) was held on January 21, 2000, via Video Tele-Conference. In attendance were: Don King, Tina McMillan, Robert Weed, Frank Santoro, Roy Lasris, Barry Spear, Charles Krumbein, William Parkinson, Jr., and Greg Nivala. Court representatives in attendance were: Peggy Grivetti, Debbie Lowe, Chuck Miller, Renee Mitchell-Paxton, Barry Wells and Bill Redden.

The next scheduled meeting will be held on March 3, 2000. If you have any comments/suggestions/concerns, please contact your local representative.

## ECF Help Desk

The ECF Help Desk is located in the Richmond Division. When leaving a message on this line, please include your area code, so that we may more efficiently return your call.

## E-Mail Notification

Please be advised that CM/ECF users may edit their e-mail notification at any time. To do this, go to "Reports" -> "Setup e-mail Notification" -> "Edit existing e-mail notification setup".

Selecting step #2 will provide you with a "Notice of Electronic Filing" for each document filed in cases in which you are a participant. This will allow you to link to the docket sheet and/or the document filed. This will also give the user the date and time the pleading was filed and show the docket text of the pleading.

Selecting step #3 will only provide a "Summary of Filing". At the present time, this feature will only show the case number that the document was filed, and allow user to link to the docket sheet. We have requested that this notification be enhanced to show the docket text and have the ability to link to the document filed.

## Opening Case in Wrong Division

If you mistakenly open a case in the wrong division, please do not "re-file" the case in the correct division. Call the ECF Help Desk immediately and the clerk's office will transfer the case to the appropriate divisional office.

## Internet Forms Update

The following form has been updated on the Internet: **Notice to Additional Creditors (ntctoadd.pdf)**

The wording in the second paragraph was changed from "attached is" to "...a copy of....is forwarded to you together with this notice." This eliminates the need for the attorney to attach all of the referenced documents to the notice for filing with the court. The certification of service was also changed to reflect that a copy of the notice and all referenced attachments were mailed.

## Accessing ECF/System Downtime

On occasion, our internet site may be down. When this occurs, you may still access ECF via <http://ecf.vaeb.uscourts.gov>.

In addition, if our Internet search feature is down, we ask that you please use the BRASS or PACER system for NIBS cases, and the Public Case Query for ECF cases until the internet search feature is restored.

In the future, we will post any known ECF downtime in the scroll text bar on our website.

If you are trying to access ECF and cannot get in, please call our ECF Help Desk immediately to report the problem.

## New Feature on ECF

A new feature has been added to ECF that will allow users to access a docket entry's receipt. The receipt will appear as it did when it was sent, and reflect a list of all e-mail addresses the receipt was sent to. This feature is available from the docket sheet.

When executing the docket sheet, the selection criteria screen will have an option to include or not include the receipts. If that option is not selected, the docket report runs without the receipts. If that option is selected, the docket report runs with the receipts, and they will be available through an icon located near the document number column (it appears as a black circle).

This feature is only available for pleadings filed after the December 1999 release.

## January 2000 ECF Statistics

Bankruptcy Adversary		
Alexandria	92	4
Norfolk	157	3
Richmond	51	0
Newport News	189	1
<b>District Total</b>	<b>489</b>	<b>8</b>
<b>Total ECF Cases filed in 2000</b>	<b>489</b>	
<b>Total ECF Cases filed in 1999</b>	<b>3539</b>	
<b>Total ECF Cases filed in 1998</b>	<b>421</b>	

## **Attorney Training: January 2000**

**Alexandria - 0**

**Richmond - 3**

*Loc Pfeiffer*

*Patricia Phillips*

*James Sease (Richmond Office)*

**Norfolk/Newport News - 2**

*James Sease (Mathews Office)*

*Wade A. Bowie*

**Total Number of Attorneys Trained - 257**

### **ECF Information and Helpful Numbers:**

**ECF Help Desk:**                      **1-888-271-8610**

Questions? E-Mail us at the following  
address:

[andrea\\_redmon@vaeb.uscourts.gov](mailto:andrea_redmon@vaeb.uscourts.gov)

Contacts for Attorney Training:

Alexandria -

Evelyn Flowers      (703) 258-1225

Richmond -

Debbie Lowe      (804) 916-2445

Norfolk -

Pat Woodhouse      (757) 222-7575

Newport News -

Caroline Bradley      (757) 222-7574